

Administrative Permit: OPEN SPACE ENCROACHMENT

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2,070	4900
DPLU ENVIRONMENTAL			\$3,440 or \$1,410 (see note #5)	4900
DPW ENGINEERING				
DPW INITIAL STUDY REVIEW				
STORMWATER				
DEH	SEPTIC/WELL SEWER			
DPR				
INITIAL DEPOSIT \$3,480 (see note #5) or \$5,510				

VIOLATION FEE: \$1,000

* **See Website:** <http://www.sdcountry.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [346S Supplemental Application Form](#)
- [366 Environmental Review Update Application](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plans: **Eight (8) hard copies.**
 - If in Alpine CPG area: **Eight (8) hard copies.**
 - If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**
- [346 Discretionary Permit Application Form](#): **One (1) hard copy.**

[346S Supplemental Application Form](#): One (1) hard copy.

[366 Environmental Review Update Application](#): One (1) hard copy.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms](#).

374 Resource Protection Study

906 Signature Requirements

Policy I-100 Board of Supervisor "Minor Encroachment into an Open Space Easement"

ZC001 Defense and Indemnification Agreement

ZC090Z Typical Plot Plan

**This application requires an appointment to submit.
To schedule or cancel appointments please call (858) 694-2262.**

NOTES:

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s)**. Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
3. Be sure to use previous environmental log number with letter extension.
4. Resource Protection Study (May be waived by Planner if exempt from CEQA)
5. Collect Previous CEQA action fee if a subdivision map created the open space. Please check APN book.